December 2018

If you are new to Go 365 or still have questions about Go 365 join me at our next informational meeting:

**December 13, 2018
10:00 a.m.
Pine View Government
Commissioners Rm 104**

Next Blood Drive

**Wednesday December 19th
9 AM – 2 PM
City County Building
3rd Floor Assembly Room**

Don't forget to check out the Employee Portal at the bottom of

Floydcounty.in.gov

**password
FloydCounty 47150**

For Questions & Concerns about your benefits you can contact

Human Resource Director:

Arnie Schnobrich
aschnobrich@floydcounty.in.gov

Office Number: 812-941-3239
Cell Number: 812-572-6827
2524 Corydon Pike Suite 204
New Albany IN 47150

HR NEWS & UPDATES

Employee Self Service Pay Portal:
A new Employee Self Service (ESS) Pay Portal is now up and ready for employees to register and start using this service. This includes anyone paid from Floyd County to include Full and Part-Time personnel. Only data from that last 5 recent pay-periods has been migrated over since the implementation and testing of this portal. Employees will be able to update their address, phone numbers, direct deposit information as well as make changes to their federal tax withholding. The state tax option will be in the next system update sometime in early 2019.

As you receive your pay statement this week you will notice that there is an Employee Number now posted on this to the right of the Fund and Department number about a 1/3 of the way down your statement. You will need this and a valid working e-mail to register for this site.

The instructions to register for this site are included in this newsletter as well as being posted on the Employee Portal under https://www.floydcounty.in.gov/index.php/floyd-county-indiana-employee-portal

Paper pay statements will be printed for the next 2-pay periods with the last paper statement being printed in the Auditor's office for the pay-date of 4 January 2019. After that employees that wish to have a printed copy may print one off from the ESS portal. This site can be accessed from home as well as your phone.

The 2018 W-2 will be placed on this site in the latter part of January 2019. Paper W-2's will not be printed out and distributed. A button on your pay area will appear letting you know when the 2018 W-2 is ready for view/print. We will also notify everyone when they are posted via e-mail/newsletter.
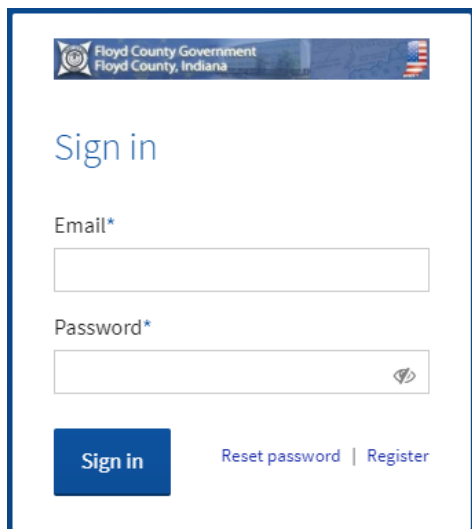
An employee does not have to use a Floyd County related e-mail address to register. A valid personal e-mail will work.

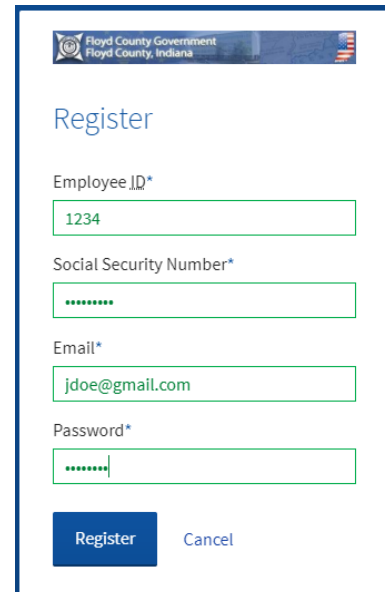Basic steps for registering and using the ESS site:

Log into the site to register at: https://floydcountyin.selfservice.us/#/

Click on the Register option when the sign in box appears.

Using the employee number from your pay statement received on 7 December and a valid e-mail as well as other necessary items, fill this out and click on Register.

You must remember your password. HR cannot see them or remind you of what they are. There is a process to follow should someone not remember their password. Should you continue to have any problems please reach out to me and we can help you reset this.

You should get an e-mail sent to the e-mail address you use to register to confirm your e-mail as well as confirm your registration. If that does not happen in a short period of time, then it could be those are still being processed by myself to be activated. A lot of employees will be registering in the next week or so and it will be approved as they come into the que.

More detailed instructions will be placed on the Employee Portal on the first page underneath my photo which also explains some of the tools in the toolbar to help you navigate through the site.

In January of 2019, a new online Benefits administration portal will be introduced to Floyd County. It is in testing stage now and more information will follow after the first of the new year.

        Arnie Schnobrich, Director, Human Resources